



# Town of New Boston

PLANNING BOARD

PO BOX 250 • 7 MEETINGHOUSE HILL ROAD • NEW BOSTON, NH 03070

File No: \_\_\_\_\_

## Application Checklist and Waiver Request for Final Subdivision Review

### General Information

1. **Checklist:** The applicant shall complete this checklist as part of every subdivision application. The applicant shall either (1) submit the checklist item with the application or request a waiver (s) to be submitted separately in writing or (2) note its non-applicability. This checklist is not intended to be a replacement for thorough review of the Subdivision Regulations. This checklist is intended to be used as an aid in the preparation and review of the subdivision plan.
2. **Professional Stamps:** All subdivision plans shall be prepared and stamped by a surveyor. A wetland or soil scientist shall show delineation of wetlands and shall stamp and sign the plans on which their delineations are shown. An engineer, architect or other professional, as appropriate, shall stamp any plans showing proposed improvements.
3. **Digital Filing:** The final submission shall include digital files per subdivision regulation IV-F 3.
4. **Filing:** Applications and checklists shall be filed with the Planning Office not less than **21 days** before the regular scheduled meeting of which it is intended for submission.
5. **Waivers:** For any item checked "Waiver Requested", the applicant must attach a separate letter indicating the reason (s) for seeking a waiver request.
6. **Completeness:** Items required for a completed application are:
  - Completed Application Form ☐
  - Names and mailing addresses of all abutters ☐
  - Fees ☐
  - Four paper print copies of final plat, including copyright notation ☐
  - Eight 11" x 17" copies of final plat, including copyright notation ☐
  - One copy of the final plat at the scale of the New Boston tax maps, i.e. 1"=400' showing lot lines and road layout only ☐
  - Three paper print copies of road plans ☐
  - Three copies of Stormwater Management and Erosion Control Plan ☐
  - Three paper print copies of soil maps ☐
  - Statement of intent regarding fire fighting water supply system ☐

### **Items required for final approval:**

- Driveway permits/Road Entry Permits- State/Town ☐
- Individual Stormwater Management and Erosion Control Plan (if applicable) ☐
- State Subdivision Approval ☐
- Any other approvals/permits, e.g. Dredge & Fill Permit, AOT Permit ☐
- Four paper print copies of fire fighting water supply system ☐ , **OR**
- Four copies of Declaration of Covenants and Restrictions, re: sprinkler systems ☐ **AND**
- Four copies of Deed Language, re: sprinkler systems ☐
- Warranty Deed for transfer to the Town (if applicable) ☐
- Bond and Security proposal (if applicable) ☐
- Road name approval from Selectmen and Fire Wards (if applicable) ☐
- Nine Traffic and/or Fiscal and/or Environmental Impact Studies ☐

### Contents to be submitted for Final Subdivision Review

		Ref#	Item Submitted	Waiver Requested	N/A	Planning Board
1.	Site Survey Map	VII-A	_____	_____	_____	_____
2.	Site Locus Map:	VII-B	_____	_____	_____	_____
	Site Location		_____	_____	_____	_____
	Main Traffic Arteries		_____	_____	_____	_____
	North Arrow		_____	_____	_____	_____
3.	Sign Off Block	VII-A	_____	_____	_____	_____



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		<u>Ref#</u>	<u>Item Submitted</u>	<u>Waiver Requested</u>	<u>N/A</u>	<u>Planning Board</u>
4.	Name of Subdivision	VII-B	_____	_____	_____	_____
5.	Name, Address & Deed	VII-B	_____	_____	_____	_____
	Reference:		_____	_____	_____	_____
	Owner and/or Subdivider		_____	_____	_____	_____
	Abutters		_____	_____	_____	_____
	Holders of Conservation, Preservation or Agricultural Preservation Restrictions		_____	_____	_____	_____
	Dam Owner and Dam Bureau, as necessary		_____	_____	_____	_____
6.	Names and Addresses of all Licensed Professionals whose seal appears on the plan	VII-B	_____	_____	_____	_____
7.	Seal of Surveyor	VII-B	_____	_____	_____	_____
8.	Seal of Engineer	VII-B	_____	_____	_____	_____
9.	Scale:	VII-B	_____	_____	_____	_____
	Graphic		_____	_____	_____	_____
	Written		_____	_____	_____	_____
10.	North Point	VII-B	_____	_____	_____	_____
11.	Date of Plan Preparation & Revisions	VII-B	_____	_____	_____	_____
12.	Parcel Boundary	VII-D	_____	_____	_____	_____
13.	Monument Locations	VII-B	_____	_____	_____	_____
14.	Existing & Proposed Property Lines	VII-C VII-D	_____	_____	_____	_____
15.	Bearings & Distances	VII-D	_____	_____	_____	_____
16.	Error of Closure	VII-D	_____	_____	_____	_____
17.	Lot Numbering	VII-E	_____	_____	_____	_____
18.	Area of Site in Acres & Sq. Ft.	VII-E	_____	_____	_____	_____
	Total Parcel		_____	_____	_____	_____
	Proposed Lots		_____	_____	_____	_____
19.	Existing Easements	VII-F	_____	_____	_____	_____
20.	Deed Restrictions		_____	_____	_____	_____
21.	Subdivisions & Buildings 100' away	VII-G	_____	_____	_____	_____
22.	Roads & Drives 200' away	VII-G	_____	_____	_____	_____
23.	Existing Buildings	VII-C	_____	_____	_____	_____
24.	Existing & Proposed Street Lines	VII-C VII-G	_____	_____	_____	_____
25.	Existing & Proposed Street Right-of-Way Widths	VII-G	_____	_____	_____	_____
26.	Street Names	VII-G	_____	_____	_____	_____
27.	Stations	VII-G	_____	_____	_____	_____



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28.	Radii	VII-G	_____	_____	_____	_____
29.	Curve Data	VII-G	_____	_____	_____	_____
30.	Pavement Widths	VII-G	_____	_____	_____	_____
31.	Setback Lines	VII-G	_____	_____	_____	_____
32.	200' Squares and Suitable Building Envelopes	VII-G	_____	_____	_____	_____
33.	Zoning District (s)	VII-G	_____	_____	_____	_____
34.	Statement Incorporating Requirements of Subdivision Regulations	VII-G	_____	_____	_____	_____
35.	Topographic Contours @ 5' intervals	VII-G	_____	_____	_____	_____
36.	Watercourses, Ponds, Wetlands, etc.	VII-C VII-G	_____	_____	_____	_____
37.	Natural Features, e.g. Rock Ledges	VII-G	_____	_____	_____	_____
38.	Acreage Breakdown/Lots, re: Wetlands Conservation and Stream Corridor District	VII-G	_____	_____	_____	_____
39.	Setback Distances, re: Wetlands Conservation and Stream Corridor District	VII-G	_____	_____	_____	_____
40.	Open Space with acreage noted	VII-G	_____	_____	_____	_____
41.	Existing & Proposed Water Mains & Other Private & Public Utilities	VII-G	_____	_____	_____	_____
42.	Sanitary Sewers and/or Septic Systems	VII-G	_____	_____	_____	_____
43.	Location of Percolation Test Pits	VII-H	_____	_____	_____	_____
44.	Location of Groundwater & Soil Tests Pits	V-V	_____	_____	_____	_____
45.	Test Pit Information Log	V-W/VII-H	_____	_____	_____	_____
46.	Streets Bounding, Approaching or within 400':	VII-I	_____	_____	_____	_____
	Location		_____	_____	_____	_____
	Street Lines		_____	_____	_____	_____
	Right-of-Way Lines		_____	_____	_____	_____
	Name		_____	_____	_____	_____
	Width		_____	_____	_____	_____
	Admin. Classification, e.g. Class V		_____	_____	_____	_____



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47.	Profiles of Proposed Streets:	VII-I	_____	_____	_____	_____
	Elevations @ 50' intervals		_____	_____	_____	_____
	Cross sections at 50' intervals		_____	_____	_____	_____
	and at culvert locations		_____	_____	_____	_____
48.	Proposed Easements	VII-J	_____	_____	_____	_____
49.	Land to be Dedicated to	VII-C	_____	_____	_____	_____
	Public Use	VII-K	_____	_____	_____	_____
50.	Information re: Certified Soil	VII-L/V-U	_____	_____	_____	_____
	Erosion and Sediment Control Plan		_____	_____	_____	_____
51.	Soil Information per Wetlands	V-U/VII-R	_____	_____	_____	_____
	Conservation District	VII-Q	_____	_____	_____	_____
52.	Future Subdivision		_____	_____	_____	_____
53.	Watershed Outline & Drainage		_____	_____	_____	_____
	Computations		_____	_____	_____	_____
54.	Cost Estimates (new road)		_____	_____	_____	_____
55.	Drainage Systems	VII-G	_____	_____	_____	_____
56.	Standard Planning Board Notes		_____	_____	_____	_____
57.	Driveway Locations	VII-C	_____	_____	_____	_____
58.	Fire Protection System Locations		_____	_____	_____	_____
	existing & proposed	VII-C	_____	_____	_____	_____

### State Agency Approvals

59.	Fish & Game	_____	_____	_____	_____
60.	Health & Welfare; Public	_____	_____	_____	_____
	Services Division	_____	_____	_____	_____
61.	DES Subsurface Systems	_____	_____	_____	_____
	Bureau; approval for Subdivision	_____	_____	_____	_____
62.	Approval for Construction	_____	_____	_____	_____
63.	Wetland Bureau; Dredge & Fill Permit	_____	_____	_____	_____
64.	Site Specific Permit	_____	_____	_____	_____
65.	DOT; Driveway Permit	_____	_____	_____	_____

Items may not be applicable to all applications – see Subdivision Regulations for details

**For any item checked “Waiver Requested”, the applicant must attach a separate letter indicating the reason (s) for seeking a waiver request.**

Revised date 10/25/16